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**DEPARTMENT OF ENERGY**

**PRINCETON SITE OFFICE**

**BUSINESS MANAGEMENT PROCEDURE**

**PROCEDURE 1-22**

**SKY PAGING/CELL PHONE/HOME PHONE  
PROCEDURE**

**REVISION 1**

*Sarah J. Stines*  
Prepared By: Sarah T. Stines, Administrative Assistant

*Jerry Wm. Faul*  
Approved By: Jerry Wm. Faul, Manager, PSO

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ANNUAL REVIEW	
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## **SKY PAGING/CELL PHONE/HOME PHONE NO. PROCEDURE**

### **1.0 PURPOSE**

This procedure provides direction on contacting individuals while they are not present in their offices.

### **SCOPE**

This procedure is to be used under the following conditions:

1. Normal – Dial the telephone number of the individual being paged.
2. Urgent - Dial the main office number 1 609 243 3700

### **INSTRUCTIONS**

Page once and wait a period of an hour for the person to return your page. If the person does not return your page, try paging again after that time frame.

To page an individual, use the following procedure:

- 1 dial – 1-800-759-8888;
2. enter pin number (see below) and then # sign;
3. enter telephone number to be called and # sign (recording will repeat xxxxx message will be sent) recording will say press \* key to cancel; and
- 4 hit the # sign to complete – recording will say message sent.

The following are the Princeton Site Office Staff to be called

Jerry Wm. Faul	Cell Phone #: (609) 923-9101 – dial direct
Gregory E. Pitonak	Home Phone #: (215) 321-7684 – dial direct
Leif Dietrich	Pin #: 1063090 (see above instruction)
	Home Phone #: (609) 758-3416 – dial direct

#### **4.0 DEFINITIONS**

1. Normal – question or response needing action before individual returns.
2. Urgent – family, medical or laboratory incident or occurrence.